

Town of Middlebury  
Ilsley Library Renovation Expansion Working Group  
Minutes of Meeting  
November 11, 2021

Present:

Selectboard member Dan Brown (via Zoom)  
Ilsley Library Board of Trustees Joe McVeigh and Amy Mincher  
Library Director Dana Hart  
Town Staff Working Group Liaison Judith Harris (via Zoom)

Absent: Selectboard member Lindsey Fuentes-George

The meeting was called to order at 2:00 p.m. by Joe McVeigh and the agenda was adopted as presented.

Approval of 11/4/21 Minutes

The minutes were approved as presented.

Determine names to disambiguate public and professional teams going forward

McVeigh said Harris has pointed out that the term “Design Team” is more commonly used to mean the professional team of architects/engineers working on the building design, so they need to consider the name of the next group that will be taking over. He said the Trustees discussed it briefly and one idea was to call the next group the “Centennial Renovation and Expansion Team”, realizing it will probably be called mostly the Renovation and Expansion Team, but it recognizes that the Library will be 100 years old in 2024 and that any design project should be looking forward to the next 100 years. Harris asked if this would cover the sub-teams as well, but Hart said she believes the Trustees are envisioning separate funding and community engagement teams.

Brown said he likes simple names and that sounds a little too complex, but he’ll go with whatever everyone agrees to. He asked if the funding and community engagement teams would be under the Renovation and Expansion Team umbrella. Hart said she doesn’t think the Trustees envision those teams being ones that the Selectboard would appoint, but would be chosen by the Trustees.

Mincher said she understood that these groups would all be working independently and not under the umbrella of the Renovation and Expansion Team. Harris said she would have concerns about mixed-messages if the Renovation and Expansion Team is working with the Design Team without including the other two teams, and worries this creates a possibility for errors and misinformation being communicated. She suggested that a member from the Funding and Community Engagement Teams be members of the Renovation and Expansion Team as well so there is continuity. McVeigh said they had thought of the 3-team approach because of the difficulty finding volunteers, Brown pointed out that the Funding Team really needs members with certain skills.

Brown said he doesn’t see any of these being under the Selectboard. Hart said she thought the Trustees looked at this group as being joint-appointees. McVeigh said that since Ilsley is a “municipal” library, the Trustees have power over how the money is spent, library policies and they supervise the Director, but he doesn’t believe they have the purview of the building which falls under the Town, so the Selectboard

49 are in charge of the care of the building. Brown said he understood that as well, but thought it was  
50 different when choosing the team to come up with a new building. Hart said it needs to be really clear  
51 in the charge to this group who they report to.

52  
53 Following further discussion on the hierarchy of the teams and who they'd report to, Harris suggested  
54 McVeigh create an organizational diagram to show who reports to who, since right now it sounds  
55 confusing. Harris described the process involved when the new Town Offices were being designed, and  
56 how there was a design focus group that worked with the architects on the details and reported back to  
57 the Selectboard, and that worked well, and she doesn't see this group being that much different. Hart  
58 suggested finalizing the final name of this group at the next meeting.

59  
60 Review and Discuss proposed changes to Item B (Especially focusing on 'What was learned from the  
61 process of the previous Library Building Committee? What should be approached differently this time  
62 around?')

63  
64 McVeigh said one thing that had been mentioned was in the last round of the library building committee  
65 work, there was a perceived lack of community engagement, however they did surveys from as early as  
66 August 2014 and collected a great deal of data on what people thought was important. He said despite  
67 all this data, when the design came out it was not well received, so wonders what can be done  
68 differently this time around.

69  
70 Brown said he finds that when we work on these types of projects only a certain few in the community  
71 pay attention until the final designs, and then everyone comes forward with an opinion. He said it's a  
72 matter of keeping the public informed about what is being done and what is being thought about, so it's  
73 just a public relations issue. Mincher agreed that there was a lot of input at the beginning, but not much  
74 of community input when the design was being developed, so you need to have the process and the  
75 progress be communicated to the public to help them understand the final design.

76  
77 Hart described the process used in the Town of Shelburne in the development of their library designs  
78 and how they went out into the community with various design options and price points, and she thinks  
79 it will take a lot of face-to-face time with the public throughout the process.

80  
81 Harris addressed item #7 in Item B regarding inflation and the rising building costs when looking at price.  
82 She explained how the design professionals build in cost increase contingencies in every stage of design  
83 cost estimates, so there shouldn't be concerns about inflation or rising construction costs, because  
84 those will be included in the professional estimates. Hart asked if that should be eliminated, and Harris  
85 said it should be reworded.

86  
87 Review and Discuss proposed changes to Item C (Recommended changes or refinements to the draft  
88 charge to the Design Team)

89  
90 Harris said she had taken out the item about the professional design team focusing on developing the  
91 plans on the current site, and wondered if this had been discussed with the Trustees. Hart said it was  
92 discussed and all the Trustees felt pretty strongly it should remain in its current space, but after further  
93 debate they were all fairly comfortable with considering moving the library to a new site, although there  
94 was skepticism another downtown site could be found.

95

96 There was discussion on the wording of Item 8 in regards to the Selectboard roles and how there was  
97 some unease and confusion of what was expected of the Selectboard the last time the Building  
98 Committee presented the plans to the Board. Brown said it needs to be spelled out who is going to be  
99 doing what to move this project forward. Harris and Hart will work with Town Manager Ramsay on the  
100 process for the Selectboard approving building projects.

101  
102 McVeigh said there is still \$24,000 left in the budget, and for FY23 they're proposing an additional  
103 \$15,000 to those funds to hire an architect. He said Harris suggests a design team that has more  
104 professionals, and asked her if she thought \$39,000 would be enough for this or should they request  
105 additional funds. Harris said she would need to discuss this with Ramsay.

106  
107 Brainstorm questions for meeting with Town Planner Jen Murray on 11.18.2021

108  
109 McVeigh said it's been suggested any new design should fit into the Downtown Plan, so asked for  
110 suggestions of questions to ask Town Planner Jen Murray. Harris said an overview from Murray on the  
111 vision of the Downtown Master Plan and how they work would be helpful. She said she may also have  
112 insight into what could be done differently this time around. There was further discussion on possible  
113 topics to discuss with Murray.

114

115 Other potential meetings

116

117 December 2<sup>nd</sup> – Former Library Building Committee members John Freidin, Dennis O'Brien and Nick  
118 Artim

119 December 9<sup>th</sup> – Greg Gossens and Tom Bachman of Gossens Bachman Architect

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121 Next Meeting

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123 The next meeting of the Ilsley Library Renovation/Expansion Working Group is Thursday, November 18,  
124 2021 at 2:00 p.m. in the Town Offices.

125

126 Respectfully submitted,

127 Beth Dow